

# FARMINGTON POLICE DEPARTMENT

## POLICY AND PROCEDURE



**Policy Number:**  
499-02

**Effective Date:**  
11/11/2016

**Subject:**  
Meals and Breaks

**Approved by:**

A handwritten signature in black ink, appearing to read "S.D. Hebbe".

**Steven D. Hebbe, Chief of Police**



### PURPOSE:

To establish guidelines that deal with Department employees taking breaks and meal periods.

### POLICY:

It is the policy of the Farmington Police Department to allow, when possible, short breaks and meal periods. The amount of time allowed depends on the job assignment.

### PROCEDURE:

The amount of time allowed employees for breaks and meals is determined by the job assignment. Breaks and meals for employees working ten hour shifts are not guaranteed since the meals and breaks are compensated for. On rare occasions, due to work conditions, meals and breaks may not be granted. Otherwise, breaks and meals are allowed as follows:

- **Employees working a ten (10) hour shift:**

Breaks and meal time: One (1) hour total (compensated).

- **Employees working a nine (9) hour shift are allowed:**

Breaks - two/fifteen minute breaks per full shift (compensated).

Meals - one/one hour meal period (non-compensated).

- **Employees working eight (8) hour shifts are allowed:**

Breaks and meal time - one hour total (compensated).

On duty personnel may not leave the Farmington city limits in a department vehicle for meals or breaks unless authorized by their supervisor.

Employees assigned to Uniform Patrol and Detectives are required to notify the Communications Center of their location or of a phone number when on breaks in case of the need to utilize them for an emergency situation.